



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: August 24, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 27, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Monday, September 10, 2018**. Applications will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

TM III

Administrative Support Representative
Administrative Services
Office of Finance and Administration
Chicago

Attachments
42169

Technical Applications [PM1080 rev 6/1/17](#)****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Monday, September 10, 2018, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



**Illinois Department
of Transportation**

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager III	Salary:	\$4,670 - \$6,483*
Position Title:	Administrative Support Representative	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW413-23-40-005-00-01	IPR#:	42169

Office/Central Bureau/District/Work Address:

Office of Finance & Administration / Administrative Services Section / 69 W. Washington St., Suite 2100, Chicago, IL

Description Of Duties:

This position serves as a central contact point and liaison with the central Bureau of Personnel Management for personnel related administrative services for designated organizational areas located in the Chicago office.

Special Qualifications:

Desired:

- Completion of four years of college preferably with major coursework in human resources, public or business administration
- Four years' experience in human resources, public or business administration
- Ability to maintain harmonious relationships with employees, agency officials, and the general public
- Working knowledge of office procedures relative to the filling of vacancies, job descriptions, and personnel transactions
- Ability to deal with highly-confidential information

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**OIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	July 24, 2017	POSITION:	Administrative Support Representative
APPROVED BY:	Jeff Heck	OFFICE:	Finance & Administration/Administrative Services Section
CODE:	PW413-23-40-005-00-01	REPORTS TO:	Director, Finance & Administration

Position Purpose

This position serves as a central contact point and liaison with the central Bureau of Personnel Management for personnel related administrative services for designated organizational areas located in the Chicago office.

Dimensions

Number of Personnel Transactions Generated:	25-50 Annually
Number of Personnel Transactions Reviewed:	100-150 Annually
Position Descriptions:	50-100 Annually

Nature and Scope

This position reports to the Director, Finance & Administration.

This position operates within a service environment and provides personnel related support to employees in select offices located in Chicago. This position serves as a contact point for any inquiries regarding personnel transactions for these entities. This requires the incumbent to be well versed in personnel administration. Errors in judgment or misapplication of rules or policies have the potential for significant impact on both employees and management.

Typical problems faced by this position involve providing timely and accurate information and assistance to the designated offices regarding a variety of personnel transactions and issues. The greatest challenge for the incumbent is to be fully knowledgeable of all policies and procedures involving the hiring process, personnel transactions, job descriptions, and organizational analysis.

This position is personally responsible for handling the day-to-day personnel functions for designated entities regarding hiring and retaining a quality workforce. The incumbent prepares requests to fill vacancies and monitors the approval process. S/He develops and/or ensures the position descriptions are properly formatted and current and provides organizational expertise to the respective offices. S/He prepares Internal Personnel, Temporary Assignment and Interim Pay Requests.

The incumbent is given the latitude to work independently and to apply policies and procedures and make decisions in personnel areas for which s/he is responsible. S/He refers sensitive problems to the supervisor with recommendations for resolution. The incumbent manages activities in accordance with union contracts, departmental policies, Department of Central Management Services (DCMS), and all relevant state and federal laws.

The incumbent's assignments require daily contact with employees throughout the assigned areas as well as contact with other staff in the Bureau of Personnel Management. External contacts are maintained with DCMS and the general public.

The effectiveness of this position is evaluated by the accuracy and timeliness of support services to the specified central entities regarding personnel transactions, policy issues, and job descriptions.

Principal Accountabilities

1. Prepares documents necessary to obtain approval to fill vacancies for assigned areas.
2. Develops and maintains current position descriptions and processes organizational changes to ensure an accurate representation of the structural and functional organizational changes.
3. Reviews personnel transactions and various forms received for completeness and consistency.
4. Assists in completion of overflow, backlog, and special project workloads.
5. Serves as a resource for personnel related administrative services by providing responses in a timely and accurate manner.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as required.